



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date May 31, 1977	1. Agency Address Georgia Department of Human Resources Assistant Commissioner for Aging and Special Councils - State Office of Equal Opportunity - 618 Ponce de Leon Avenue, N. E. - Atlanta, Georgia 30306	Application Number <b>77-219</b>	
Application Number DHR-150		Date Received JUN 16 1977	Date Completed SEP - 6 1977
2. Person to Contact Mrs. Audrey Batten		Working Title Stenographer III	Telephone Number 894-5323
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest July, 1975 to present	5. Records Series Title (followed by title used in office, if different) SEOO Energy Program Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Assistant Commissioner for Aging and Special Councils supervises the Office of Aging, Council on Maternal and Infant Health, Council on Family Planning, Council on Developmental Disabilities, Appalachian Health and Child Development Office, and State Office of Economic Opportunity. Other duties and responsibilities of this Office are intergovernmental relations, particularly with county and local officials and their respective State associations.  State Economic Opportunity Office has the responsibility to increase the quality of anti-poverty programs in the State through grant review, program implementation, human rights, resource mobilization, and manpower technical assistance.  The Energy Coordinator has the responsibility to develop data, store, and analyze information for energy planning.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): <u>under energy conservation grant program</u> Attach samples of the file. Documents relating to: monitoring agencies, contracted through DHR State Economic Opportunity Office, for assurance that the Contractor is in compliance with conditions of the contract. Included are: Contracts between DHR and various agencies; assurances of compliance with terms of the contract; fidelity individual bond; discovery bond & schedule of employees; Concerted Services in Training and Education which is a report as to the status of a specific program, showing auditor's opinion on financial statements, statement of assets, liabilities and fund balance, statement of revenue and expenses; statement of changes in fund balance, and audit findings; Grantee Quarterly Financial Report which shows source of OEO Grant funds, Application of OEO Grant Funds, and Unexpended OEO Funds available; SEOO Energy Conservation Contract Reporting Form (from contract agency) showing amount of contract agreement, expenditures for quarter, amount of donated time (with attached signed document), total to be reimbursed to contracted agency, and operational results (houses/families/individuals affected/served); narrative reports; donations of goods showing donor's signature, description, quantity, and total price of donated File is arranged: /goods; and CSA Form 48 (Building Weatherization Plan) giving description of alphabetically by name of contracted agency. /building, heating system and energy cost information and infiltration (water & air)			
8. Monthly Reference Rate How often are records referred to which are: / problems. One to six months old <u>weekly</u> ; Seven to twelve months old <u>weekly</u> ; Thirteen to twenty-four months old <u>monthly</u> ; twenty-five months and older <u>monthly</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers <u>4</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	5 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	3 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) 3 \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☒ Transfer to State Records Center; hold 2 \_\_\_\_\_ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Edison McDonald	5/26/77	Elizabeth Crank	5/26/77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	9-2-77
		Secretary of State/Designee	9-1-77
		Attorney General/Designee	9-2-77